

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ Assignment 06

## MARGINS/ORIENTATION

\*\*\* 2 Files Saved 1 File Printed \*\*\*

### DIRECTIONS:

Open **05Left.LastName**

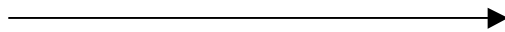
**DO NOT MOVE ANYTHING ON THE RULER**  
**TO CHANGE THE MARGINS!**

### PART I

1. Under the **FORMAT** menu select **DOCUMENT**
2. Change the **LEFT** margin to **1.5**
3. Change the **RIGHT** margin to **2**
4. The **top** and **bottom** margins are set at **1**
5. Click **OK**
6. Go to **FILE** and **SAVE AS**, name this **06Margins.last name** and save to your folder.

### PART II

1. Under **FILE** menu select **PAGE SETUP**
2. Select the **WIDE** icon for orientation, then click **OK**



Orientation:



Under **Format** menu select **Document**. Check the margins are still set the same as they were in Part I. When you turn the page the top and bottom are on the sides of the page.

**LEFT margin to 1.5**

**RIGHT margin to 2**

**The top and bottom margins are set at 1.**

3. Go to **FILE** and **SAVE AS**, name this **06PageSetup.last name** and save to your folder.
4. **PRINT to LaserWriter**
5. **Attach printout to this sheet.**